

December 12, 2005

**TO:** Potential Offeror's

**FROM:** Faye Tschosik, Procurement Officer, Aging Services Division

**SUBJECT:** Amendments Issued  
RFP for Legal Assistance for Older Individuals

Attached are amendments issued for the Legal Assistance for Older Individuals RFP that was issued November 30, 2005.

This notice is provided in accordance with RFP Section 1.06 Amendments to the RFP.

Attachment

## **AMENDMENTS LEGAL ASSISTANCE RFP**

### **3.06 Reimbursement Requirements**

The vendor must submit reimbursement requests as follows:

- Monthly Data & Payment Report form (SFN269) due at Aging Services Division no later than thirty (30) days after the end of the monthly service period.

The Monthly Data & Payment Report is available as a fillable form and is located on-line at:

- North Dakota State Government  
Website: <http://www.state.nd.us/eforms/Doc/SFN00269.pdf>

### **3.07 Reporting Requirements**

The vendor must submit reporting as follows:

- Monthly Service Report due at Aging Services Division no later than thirty (30) days after the end of the monthly service period that includes the following: a) for each county, identify by case category (i.e., protective services) and by case type (i.e., health care directives) the number of new cases opened, the number of units provided, and the number of cases closed.
- Public Benefits Checklist due at Aging Services Division no later than thirty (30) days after the end of the quarterly service period. The updated checklist must be electronically submitted to Aging Services Division along with a statement indicating the nature of the changes or a statement indicating that the review was completed and no changes were needed for the quarter.
- State Program Report for federal fiscal year (October 1 through September 30) 2006 due at Aging Services Division no later than thirty (30) days after the end of the fiscal year.

The Monthly Service Report format is to be generated by the vendor. The Public Benefits Checklist will be electronically provided by Aging Services Division. The State Program Report requirements are identified in the Older Americans Act Policies and Procedures Manual and will be electronically provided by Aging Services Division.

### **4.09 Proposed Payment Procedures**

The State will make payment within thirty (30) days after receipt of the request for reimbursement and required reporting. No payment will be made until the reimbursement and reporting have been approved by the State.

The State will not make any advanced payments before performance by the contractor under this contract.